



Local Housing Authority, Municipality
Independent Audit Firm

Notice: OPRHS 2025-007

Distribution Date: April 2, 2025

SUBJECT: HOUSING AUTHORITY AUDIT REPORT SUBMISSION PROCEDURE

This Notice provides information about the new audit report submission procedure for all housing authorities. Auditors must now submit their Audited Financial Statements and State Single Audit reports through the Electronic Audit Reporting System (EARS) website, available at the link below. Only auditors or audit firms are permitted to upload reports to the website. If your auditor has never used EARS, the Electronic Audit Reporting System (EARS) Housing Authority Job Aid and Workflow Guide is attached. Reports uploaded to EARS are public, allowing all housing authorities to view the uploaded reports through the "Housing Authority Reports" link on the website.

<https://ears.opm.ct.gov/>

This new procedure complies with Section 7-392d of the Connecticut General Statutes, which requires the State Department of Housing to submit a certified copy of all local housing authority audit reports to the Office of Policy and Management.

Auditors may comply with the obligation to submit certified copies of the audit report to the president and executive director of the housing authority, the executive director and Secretary of the municipality where the authority is located, and the Secretary of the Office of Policy and Management, unless otherwise required by any of them.

This Notice amends Notice OPRHS 24-008 solely in that Audited Financial Statements and State Single Audit reports will no longer be sent to the mailbox DOH.OFO.Audit@ct.gov.

If you or your staff have any questions or require further assistance, please don't hesitate to contact Constanza Castaneda at Constanza.Castaneda@ct.gov or Michael Santoro at Michael.Santoro@ct.gov.